



INSTRUCTIONAL PARAPROFESSIONAL



Are you Highly Qualified?

All Instructional Paraprofessionals are required to be highly qualified (HQ) to work in the District of Columbia Public Schools (DCPS). To confirm your status as an Instructional Paraprofessional, please contact your school Principal.

In accordance with the **No Child Left Behind Act of 2001** (NCLB), all Instructional Paraprofessional must meet the following requirements to become a highly qualified:

- Possess a high school diploma/GED, **AND** ;
- Possess an associate's degree from an accredited college/university, **OR** ;
- Completed two years of full-time study (minimum of 48 credit hours) at an accredited college/university, **OR** ;
- Passed the ETS ParaPro Assessment with a score of 461 or higher.
- Obtain the DCPS **Instructional Paraprofessional Highly Qualified Certificate** issued by the Office of Human Resources. The following documents must be submitted:
 - Proof of high school diploma or equivalency, AND ;
 - Official college transcript, OR ;
 - Original ETS ParaPro Score Report

If you have received this Certificate, no further action is necessary.

Tuition/Testing Reimbursement is available for paraprofessionals who need to become highly qualified.

DCPS offers testing reimbursement for the successful completion of **one** test. Tuition reimbursement for up to \$1000 is also available for the successful completion of courses taken at accredited colleges and universities. The application may be downloaded at www.k12.dc.us.

Reimbursement Program Eligibility & Guidelines:

- To receive reimbursement, the application must be submitted within 90 days of successful completion of the course.
- Incomplete applications will not be accepted.

The following documents must be attached to the application:

- Original invoice/bill from the institution/vendor and original payment receipt as proof of having paid reimbursable charges.
- A form 1000 with Section A completed (DCPS will obtain all other necessary signatures).
- Official grade report or transcript showing coursework completion with a grade of "B" or higher, or score of 461 or higher on the ETS Parapro Assessment.

Need to take the ParaPro Assessment ?

DCPS will be administering the online, Internet-based test at 825 North Capitol St. NE, 6th Floor, Washington DC 20002 on **March 17, 19, 24, 25, and 27** and **April 1, 2, 21, 28 and 29** ; Time: **4:00 – 7:00 p.m.**

Space is limited so reserve your seat today by calling (202) 442-8357.

Registration Fee: \$45 ; payable **only** by credit card at the time of testing.

For additional information, please contact

Office of Human Resources, Licensure and Highly Qualified Unit, DCPS, Phone (202) 442- 8357 Email : Candice.Wilson@dc.gov